

**JOB VACANCIES****YORKSHIRE DALES MILLENNIUM TRUST****Development Manager**

Clapham, Yorkshire Dales Salary £34,688-£41,480 Full Time Contract Type Contract

This senior manager role will take a lead in helping to do that, setting the strategic direction for YDMT and developing new projects and programmes to meet the changing charitable needs of this special area and its communities.

At the same time you will be expected to take on people management in one or more areas of our work, and as part of our four-person management team be jointly responsible for all aspects of the Charity – fundraising, delivery and governance. In a small organisation no-one just manages either; you will be drawn into helping with direct delivery of our charitable work.

Your background could therefore be one of several, within or outside the Charity sector. Demonstrable experience of successful development and/or fundraising along with people leadership and management is looked for. More important is your ability to work within our culture – which means being passionate, flexible, self-motivated and entrepreneurial.

Further details are available from our website. Closing date: **Friday 5th January 2018**

**REFUGEE ACTION****Freelance Interpreters**

Freelance Salary:

£22 for one hour for face-to-face interpreting and £9 for 30 minutes of telephone interpreting

Location: These opportunities are based across the UK

Refugee Action is currently recruiting for interpreters so if you are fluent in one of the languages listed below and English and would like to play an important role in assisting the work that they do, this job could be for you.

Self-Employed Telephone and Face to Face Interpreting Opportunities:

- Kurdish (all dialects)
- Turkish
- Arabic
- Farsi
- Albanian (Female interpreters)
- Amharic (Female interpreters)
- Swahili (Female interpreters)
- Vietnamese
- Korean
- Tigrinya
- Oromo
- Kinyarwanda
- Somali
- Anuak
- Dinka
- Moro

For this role you will need good listening skills and a clear speaking voice. You will also need to be able to concentrate and think quickly. You do not need to hold a qualification in interpreting but will be invited for an oral language test to assess your suitability for the role.

You would be working on a self-employed basis.

Services:

- To interpret impartially and not to advise or direct the client on what they should do

- To act as an accurate and sympathetic channel of communication between the advice worker and the client
- To be available to interpret face to face or over the telephone
- To carry out your interpreting duties in a way that agrees with the aims, values and policies of the charity, especially the interpreting policy and guidelines and the policies on confidentiality and equal opportunities

#### Essential experience and abilities:

- An understanding of the role of an interpreter in an independent advice service
- Fluency in English and specialist language
- An awareness and understanding of the refugee situation in the UK and a commitment to the needs and hopes of refugees and asylum seekers
- An ability to interpret in an impartial manner
- An ability to work with clients in distress
- An understanding of and a commitment to equal opportunities and confidentiality
- Reliability and punctuality
- Effective communication and listening skills

#### Desirable experience and abilities:

- An ability to write your specialist language to a good standard
- Experience of interpreting in a similar setting (either paid or voluntary)
- A recognised interpreting qualification

For further information and to apply, visit: [www.refugee-action.org.uk/job/freelance-interpreters-required/](http://www.refugee-action.org.uk/job/freelance-interpreters-required/), or email: [dominicr@refugee-action.org.uk](mailto:dominicr@refugee-action.org.uk) Deadline: **8 January, 2018 - 10:00**

### **MANCHESTER CRAFT & DESIGN CENTRE**

#### **Marketing and Digital Manager**

28 hours per week, 4 days per week Salary: £21,500 pro rata Location: Manchester

Manchester Craft & Design (MCAD) is a registered charity responsible for managing Manchester Craft & Design Centre (MCD). MCAD provides studio / retail spaces for c.35 creative businesses, and wider development opportunities for artists and makers at various career stages. The high-quality exhibitions and events programme promotes regional, national and international craft and design. MCD is the only urban studio in the UK that is open to the public all year-round where visitors can be inspired by established designer-makers and stars of the future, explore exhibitions by leading artists, learn new skills at hands-on workshops and relax in their café.

MCAD is about to embark on its next stage of development, and has secured funding through Arts Council England's National Portfolio for 2018-22.

The Marketing and Digital Manager will have full responsibility to lead on marketing, audience development and communications for the Centre. This is a key role, and offers an opportunity to plan and implement campaigns aimed at growing MCAD's customer base and profile as a unique arts and retail venue in the city. Delivering projects to diversify our audiences, and develop new and existing income streams, are also important elements of the post.

We are looking for candidates with significant experience of arts and / or retail marketing, excellent communication and project management skills, and a resourceful and entrepreneurial approach.

This post is for a Fixed Term Contract until 31 March 2022.

For further information and to apply, visit: [www.craftanddesign.com/job-vacancy-marketing-digital/](http://www.craftanddesign.com/job-vacancy-marketing-digital/)

or contact 0161 832 4274. Deadline: **8th January, 2018 - 10:00**

### **ALZHEIMER'S SOCIETY**

#### **Dementia Support Manager**

Location: Preston Contract type: Fixed Term Contract - 1 year Hours: 35 per week

Salary: £21,740 per annum (actual)

Your primary role is to line manager the 7 advisers but you will be involved in supporting the Services Manager with activities such as quarterly reporting, event participation and day to day management of the services

You will support the team through ongoing change processes and ensure everyone remains informed and involved in the shaping of our client's new focus in the new strategy, New Deal for Dementia.

They are looking for a well-motivated, passionate and resourceful person; ideally who has proven experience managing teams of paid staff and volunteers.

You must be able to work collaboratively with internal and external partners and be able to motivate a team to carry out their role. You will have good IT skills combined with an ability to plan and prioritise.

The duties associated with the role can be varied so we are looking for someone who is an effective communicator and has a understanding of operational detail.

They are looking for someone who can manage and maintain a passionate and knowledgeable team, some of whom work remotely and many of whom are actively involved in a wide range of projects.

Our client is committed to equal opportunities Closing date: **5pm on 9th January 2018**

<https://alzheimers.livevacancies.co.uk/#!/page/Preston/Dementia-Support-Manager-1009.html?source=115>

## **STROKE ASSOCIATION**

### **Support Manager**

Manchester Salary circa £26,000 per annum Full Time Contract Type Permanent

You will have excellent interpersonal skills, a track record of working in a proactive and flexible way with the skills to lead and manage a diverse team of staff. Ideally you will have experience of managing teams, commissioning and community development within the Health and Social Care sector or a similar environment.

The successful applicant's base will be negotiated and the roles will require travel across the designated area and the wider north of England zone.

Excellent IT skills, a flexible approach to your role, use of your own car and the ability to drive are essential.

You may have experience of the following: Support Manager, Charity, Charities, Third Sector, Team Leader, Supervisor, Learning Disabilities, Senior Support Worker, Social Care Manager, Support Team Leader, Health etc.

[https://internal.easyats.co.uk/preApplicationForm/addApplicant\\_nfp\\_no\\_cv/18177/?isdb=1&source=2&sp ecificsource=115](https://internal.easyats.co.uk/preApplicationForm/addApplicant_nfp_no_cv/18177/?isdb=1&source=2&sp ecificsource=115) Closes **10th January 2018**

## **VOLUNTARY SECTOR NORTH WEST (VSNW)**

### **Communications Officer**

Greater Manchester Salary NJC Point 23 - 27: £21,268 to £24,174 (pro rata, 0.8FTE) plus 7% Employer Pension Contribution

Part Time Contract Type Temporary

To lead on communications work delivering VSNW's communications and Greater Manchester Cancer Champions' communications

[https://jobs.thirdsector.co.uk/job/413891/communications-officer/?TrackID=217306&utm\\_source=jbe&utm\\_medium=email&utm\\_campaign=DateUnknown&BatchID=3722](https://jobs.thirdsector.co.uk/job/413891/communications-officer/?TrackID=217306&utm_source=jbe&utm_medium=email&utm_campaign=DateUnknown&BatchID=3722)

Application Deadline: **11.59pm, Wednesday 10th January**

### **Secretariat Lead**

To lead on VSNW's secretariat and partnership support work. Salary NJC Point 23 - 27: £21,268 to £24,174 (pro rata) plus 7% Employer Pension Contribution Part Time Contract Type Temporary

To lead on VSNW's secretariat work, in conjunction with the Chief Executive of VSNW, through providing a secretariat function to the following voluntary, community and social enterprise (VCSE) sector partnerships and networks:

The Greater Manchester VCSE Devolution Reference Group

Liverpool City Region's VS6 Partnership and the emerging VS6 Plus partnership

North West Social Prescribing Network

Northern VCSE Partnership

VSNW's Trustee Board

Emerging partnerships

[https://jobs.thirdsector.co.uk/job/413890/secretariat-](https://jobs.thirdsector.co.uk/job/413890/secretariat-lead/?TrackID=217306&utm_source=jbe&utm_medium=email&utm_campaign=DateUnknown&BatchID=3722)

[lead/?TrackID=217306&utm\\_source=jbe&utm\\_medium=email&utm\\_campaign=DateUnknown&BatchID=3722](https://jobs.thirdsector.co.uk/job/413890/secretariat-lead/?TrackID=217306&utm_source=jbe&utm_medium=email&utm_campaign=DateUnknown&BatchID=3722) Application Deadline: **11.59pm, Wednesday 10th January**

## **EDEN BROWN – CHARITIES**

### **Grants Assistant**

Manchester Salary £23000.00 - £25000.00 per annum Full Time Contract Type Permanent

As Grants Assistant you will be responsible for ensuring that processes are developed and run smoothly and that due diligence is carried out to an adequate standard. The role will also involve liaising with potential donors, supporting them with their application where appropriate.

To be considered for this role you must be proficient in the use of Microsoft Office, Project Management Systems (where possible) and on and off-line databases. A confident communicator, you should be comfortable working to deadlines in an often fast paced environment. Experience working for a charity or grant giving organisation is advantageous but knowledge and interest in the third sector a must!

This is a fantastic opportunity to play an integral role supporting the distribution of funds to some truly wonderful causes across the region. The close date for this role is **11th January** but early application is advised. To register your interest, or find out more, please contact Charlie Crew on 0161 2331600 / [c.crew@edenbrown.com](mailto:c.crew@edenbrown.com)

## **RNIB**

### **Area Fundraising Manager (North West)**

North West, can be based in either Liverpool, Manchester or Preston Salary £24,860 pa

Full Time Contract Type Permanent

As an Area Fundraising Manager you will be proactive in the contribution to the development of Volunteer Fundraising and be able to achieve and sustain a budgeted income by creating a vibrant and effective network of volunteers.

With experience of fundraising at a community level and "making the ask" for support you'll be able to recruit a team of Volunteer Fundraisers to achieve your goals.

You'll be a strong team leader, able to speak to a wide variety of people to ensure results are delivered and targets met. Able to use your initiative and be able to identify opportunities within your area you'll be able to maximise success and deliver results.

You will also be experienced in motivating people to get involved and quickly building a rapport and establishing professional relationships with others, such as supporting companies and individuals

Full details at <http://www.rnib.org.uk/area-fundraising-manager-north-west-ref-9189-1>

Closing date: **23:59 on Sunday 14th January 2018.**

## **WATER ADVENTURE CENTRE**

### **Youth and Play Worker**

37 Hours £23,679 to £26,194 (JNC points 13 to 16)

The Water Adventure Centre uses a unique blend of youth work, kayaking and water play. We enable those who have least in our Greater Manchester communities, especially children and young people, to gain confidence, self-esteem and skills to improve their lives.

We are seeking to appoint an experienced and qualified Youth and Play worker to join our small team. They will be required to co-ordinate our Girls and Young Women's provision, take part in the delivery of WAC's group kayaking and youth and play sessions and assist in the monitoring and evaluation of all projects.

The post-holder will obtain the British Canoeing Paddle sport Instructor qualification (or already hold) within six months and be enthusiastic about the use of water as a medium for youth and play work.

The post is based in Droylsden, Tameside but will require regular travel to other locations across Greater Manchester.

Committed to equality and valuing strength in diversity. This post is open to female applicants only as being female is deemed to be a genuine occupational requirement under Schedule 9, Paragraph 1 of the Equality Act 2010. This post is subject to an enhanced Disclosure and Barring Service check.

Information available to view online: <https://www.cypnowjobs.co.uk/job/317396/youth-and-play-worker/>

Closing date: **12noon on 15/01/18**

### **THE ANDERTON CENTRE & LANCASHIRE OUTDOOR ACTIVITIES INITIATIVE**

#### **Chief Executive**

£35,000 - £45,000 (plus benefits) Chorley a fixed term contract of 2 years.

The Chief Executive will be an inspiring, competent and collaborative manager with a track record of successful leadership, ideally but not necessarily in the charity sector and with significant management experience in an outdoor education environment.

Comfortable with managing change in a dynamic environment, you will need to have first class communication skills with the ability and enthusiasm to take others with you, whilst acting as an important ambassador for the organisation at all times.

You will also need experience of fundraising activity and the role will suit someone highly motivated, able to adapt quickly and thrive under pressure.

Full details <http://www.andertoncentre.co.uk/appointment-chief-executive-initial-2-year-fixed-term/>

Closes **18th January 2018**

### **GINGERBREAD**

#### **Project Officer**

Manchester, Greater Manchester Salary £25,224 per annum Full Time Contract

This is an exciting opportunity for self-motivated and enthusiastic individuals to make a real difference to the lives of single parents. We are looking for individuals who are committed to partnership and team working, can demonstrate flair, imagination and the ability to hit the ground running.

You'll be expected to bring your own expertise to the role, and should be experienced in networking and collaboration, as you will identify and utilise available resources and specialist knowledge in order to maximise the range of opportunities for the single parents engaged on the project.

As this is a true partnership project, all staff will be expected to spend time in both the Gingerbread and Banana Enterprise offices in Manchester, Salford and out in the field

For further information and to apply, please download an application pack from our website.

Closing date: 5.00pm on **Monday, 22nd January 2018.**

### **ADMINISTRATION SUPPORT/CUSTOMER SERVICE APPRENTICE AT GREATER MANCHESTER POLICE**

Apprentices perform a vital role within Greater Manchester Police (GMP), providing excellent customer service and administrative support to members of the public, GMP colleagues and partners.

The vacancies are across a number of departments and GMP sites in Greater Manchester. Successful applicants will work alongside police officers and staff in a range of specialist policing support teams

All of the positions will involve significant use of IT and excellent communication skills - face to face, over the phone and in writing.

As an Apprentice you will spend a minimum of 12 months learning the role. You will be working from day one but will also be receiving training from internal colleagues and our external training partner, Damar Training. Your performance will also be assessed throughout the year to ensure you are meeting both GMP required standards and the national standards of the apprenticeship.

Wherever you are based you will need to be able to work to high standards under pressure whilst treating people with respect and compassion. As you would expect, the highest standard of honesty and integrity is a requirement for this role.

Although you are not expected to be able to carry out all aspects of the role initially, you will need to be able to show an awareness of how to work with others, both as customers and as part of a team. You will also need to describe, in your application, why you feel you are suited to working for GMP as an apprentice.

For further information, visit: [www.findapprenticeship.service.gov.uk/apprenticeship/-187621](http://www.findapprenticeship.service.gov.uk/apprenticeship/-187621)